 620 Tall Timber Trail, PO Box 98 Easton, WA 98925 (509) 656-2304 Email: director@doublek.org

 *A Ministry of the Pacific Northwest Association of the Churches of God*

Employment Application

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Permanent* Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_ *School or Temp*. Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Phone: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: : (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date: \_\_\_\_\_\_\_\_\_\_\_ Birth Yr. (*optional*) \_\_\_\_\_\_\_\_ Sex: \_\_\_\_\_\_\_ email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: After your application has been received, you may be requested to provide further information in the form of a secondary application, necessary legal forms, & an interview, etc.

**Position applying for**: [ ]  Summer Position – Temporary [ ]  Part Time Permanent Position

 [ ]  Full Time Position [ ]  Salaried – Manager Position

[ ]  Facilities Staff *(maintenance, kitchen, hospitality)* [ ]  Volunteer Staff [ ]  Adventure Prog Staff

[ ]  I understand that working hours vary.

1. How did you hear about *Double K Retreat & Adventure Center?*

2. **Education:** *Please circle the highest grade completed*: 8 9 10 11 12 GED College: 1 2 3 4 Grad. School

List all schools beginning with high school:

 **School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/State\_\_\_\_\_\_\_\_\_\_\_\_Date Atttended (mo/yr)\_\_\_\_ Graduate?\_\_\_\_\_Degree/Major\_\_\_**

 From: To:

**[ ] Yes** **[ ] No**

 **[ ] Yes [ ] No**

 **[ ] Yes [ ] No**

 **[ ] Yes [ ] No**

3. Please give accurate, complete, full-time and part-time employment record. Start with most recent employer. May we contact the employers listed below? **[ ] Yes [ ] No**

|  |  |
| --- | --- |
| Company Name: | Telephone: |
| Address: | Email:  |
|   | Employed (mo & year): |
| Name of Supervisor: | From: | To: |
|   | Hourly | Weekly |
| Job Title/ Description: | Monthly | Yearly |
| Reason for Leaving: |

|  |  |
| --- | --- |
| Company Name: | Telephone: |
| Address: | Email:  |
|   | Employed (mo & year): |
| Name of Supervisor: | From: | To: |
|   | Hourly | Weekly |
| Job Title/ Description: | Monthly | Yearly |
| Reason for Leaving: |

|  |  |
| --- | --- |
| Company Name: | Telephone: |
| Address: | Email:  |
|   | Employed (mo & year): |
| Name of Supervisor: | From: | To: |
|   | Hourly | Weekly |
| Job Title/ Description: | Monthly | Yearly |
| Reason for Leaving: |

4. Please list other volunteer organizations you have been actively involved in. Give the name of the organization, address, phone and your position and basic responsibilities. *(List from present to past)*

Organization Name Address Phone # Your position

5. Please list any specialized training other than college: *Use another sheet if necessary*

 Maintenance: Hospitality:

 Kitchen: Adventure Program staff – *enter info on Adventure questionnaire*

6. Check current certifications in the following areas... and list their expiration dates: lllllllFFirst Aid *expires: \_\_\_\_\_\_\_\_*  CPR *expires: \_\_\_\_\_\_\_\_* WwllWA Food Handlers Card *expires: \_\_\_\_\_\_\_\_* Lifeguard *expires: \_\_\_\_\_\_\_\_*

 Other *Please Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Adventure Staff use Adventure Questionnaire*

7. Since Double K is a nonprofit that serves many groups with different religious doctrines, are you willing- or have any problems or struggles in serving these groups? \_\_\_\_\_\_\_\_\_\_\_\_Explain.

8. When you hear the word “Christian”, what does that mean to you? Please share, if you would like to, any ‘spiritual’ experience you have had.

9. What are your strengths/ gifts/ abilities that you feel would be helpful in this organization?

10. How do you handle correction? Do you get along with people?

11. Are you a morning person [ ]  or evening person [ ]  ?

12. Have you ever been accused of, or pled guilty or no contest to a crime other than a minor traffic violation, or ) ) are you now under charges for any criminal offense?… including physical abuse or sexual misconduct?

[ ]  yes *(if yes, please use another sheet to fully explain.)* [ ]  No *A “yes” answer does not disqualify you from consideration for this position.*

 Do you have any physical, mental or emotional conditions, which might limit your ability to perform the job for wl which you are applying? …and how you can perform the job in spite of it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 No Yes *Note: A “yes” answer does not disqualify you from consideration for this position.*

Double K operates in accordance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Act of 1975, and the Family Rights and Privacy Act of 1974. These acts, as amended, prohibit discrimination on the basis of age, race, color, sex, national or ethnic origin or physical handicap and provide for secure handling of all personal and educational records and materials. No question on this application is intended to secure information to be used for such discrimination. Employment with Double K is “at will” and not by contract either expressed or implied. This means that if you become employed at Double K, both you and the church are free to terminate the employment relationship at any time and for any legal reason. Double K is an Equal Opportunity Employer – for volunteers and independent contractors.

Please list 3 References (professional with option to add faith reference): (Name, your relationship to them, phone, and e-mail address)

1.

2.

3.

[ ]  I have read the description of Double K mission and agree I will not compromise the purpose and objectives, and philosophy of Double K.

[ ]  I do/will have current Food Handlers card - *before work begins*.

[ ]  I understand that due to the interdenominational nature of our organization, I choose

to avoid controversial doctrinal issues and to work with those of different

theological persuasions.

 [ ]  Should my application be accepted, I agree to be bound by the bylaws and policies/

procedures of Double K, and to refrain from any conduct in violation of the organization.

 [ ]  The information contained in this application is correct to the best of my knowledge. I

 understand and agree that providing false or misleading information on this application is

 grounds for my immediate dismissal, if I am hired.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (unsigned applications will not be considered)

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 PO Box 98, Easton, WA 98925

**509-656-2304** email: doublek@doublek.org

## Release of information

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give permission for

 Please print

*Double K Retreat & Adventure Center* to call, write or email

previous employers to check on any of my records.

I authorize any references, schools, current or former employers, current or former supervisors, churches or denominational agencies, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment. I hereby release any individual, employer, church denominational agency or official, reference or any other person or organization, including record custodians, both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information. I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.**  A facsimile or photocopy of this authorization shall be as valid as the original.

 **I**  *(check one)*

[ ]  waive [ ]  do not waive …… any right that I may have to inspect

any information provided about me by any person or organization described above. I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the organization for either employment or the providing of any benefit. I further understand that a criminal records & driving record check may be conducted on me, and I consent to any such check.

Signature ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

 (unsigned applications will not be considered)